



**DEPARTMENT OF PERSONNEL**

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**MEMO PERD #35/01**

October 16, 2001

TO: Department Directors  
Division Administrators

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: TRAINING FOR MAILROOM AND FRONT OFFICE PERSONNEL

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This is to notify you that the Nevada Division of Investigation (NDI) is offering training to State agency's mailroom and front office personnel to inform them of procedures and precautionary measures they can take to ensure the safe processing of mail. NDI staff will present the approximately one-hour training at your agency at which time your staff will receive pertinent information along with contact numbers in case they are confronted with suspicious mail or a threatening situation. To schedule training, please send your request to [ndihq@dps.state.nv.us](mailto:ndihq@dps.state.nv.us). If your agency does not have access to internet email, contact NDI's front office at (775) 687-4408.

JG:dd

cc: Agency Personnel Liaisons  
Agency Personnel Representatives